NEW AUG 0 2 1997

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Public Information Officer 2	CODE: 64422C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from director, deputy director or other administrative supervisor, plans & administers overall public information program for assigned agency, supervises employees involved in preparation & dissemination of educational & informational materials reflecting agency activities/operations in favorable image & performs related program activities;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 (745)	62-68	Plans & administers overall public information program for agency, has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., journalism, communication &/or graphic art personnel involved in preparation & dissemination of educational & informational material reflecting agency activities/operations in favorable image); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment & performs related program activities (e.g., assists with budget preparation & coordination of special projects; develops, prepares, proofs & issues news releases; develops & presents information & educational displays, programs, materials &/or speeches to media; writes, edits & performs lay-out work on publications, articles &/or newsletters).	Knowledge of (1) management*, (2) supervision*, (3) manpower planning*, (4) employee training & development*, (5) budgeting*, (6) public relations, (7) English grammar & composition, (8) law of press, radio & television, (9) newswriting, editing & reporting, (10) photojournalism, (11) graphics of communications; ability to (12) deal with many variables & determine specific action, (13) write &/or edit articles for publication, (14) prepare & deliver information to specialized audiences & general public, (15) use proper research methods in gathering data, (16) handle sensitive inquiries from & contacts with officials & general public.
2 (123.1-7-17)	25-31	Advises & consults with agency director & staff regarding public relations aspects; serves as resource person for information on positive public presentation of agency programs & activities; responds to requests (e.g., written inquiries, telephone requests for speeches &/or presentations); delivers	Knowledge of 6, 7, 8, 9, 10, 11; ability to 12, 14, 16, (17) gather, collate & classify information about data people or things.

*Developed after employment

UNUSUAL WORKING CONDITIONS:
May require travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of undergraduate major program core coursework in journalism or communication, as required by university or college, (or 2 yrs. journalism or coummunication exp.) plus: 300 hrs. training in public relations (or 3 mos. exp.); 300 hrs. training in supervision (or 3 mos. exp.); 1 course in public speaking (or 1 mo. exp. in delivering speeches &/or presentations before various audiences); 1 course in

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		speeches & gives presentations.	
3	4-11	Sets up conferences & coordinates arrangements with various media (e.g., to promote favorable coverage); evaluates development, preparation & dissemination of public information.	Knowledge of 6, 7, 8, 9, 10, 11; ability to 12, 13, 15, 17.

(746)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* budgeting (or 1 mo. exp.); or equivalent.	TRAINING & DEVELOPMENT: